

**Environmental Protection Agency**  
**Resource Conservation and Recovery Act**  
**Agency Report for Fiscal Year 2003**

**March 16, 2004**

## **Background**

Section 6002 of the Resource Conservation and Recovery Act (RCRA) requires the Office of Federal Procurement Policy (OFPP) to report to Congress every two years on the actions taken by Federal agencies to implement the statute. In addition, Executive Order 13101 requires that agencies track and report on their purchases of designated U.S. Environmental Protection Agency (EPA) recycled content items. Specific purchasing data collection is only required from the top six procuring agencies. The other agencies (including EPA) do not have to report specific purchase quantities, but are encouraged to submit voluntary reports on how they are meeting their obligations under RCRA and the Executive Order.

## **Methodology**

In 2003, EPA provided both anecdotal responses and quantitative purchasing data in its RCRA report using information from the Agency's Pollution Prevention Program. This year, EPA's Facilities Management and Services Division (FMSD) coordinated responses from various regional and programmatic offices and laboratories, along with information from the Office of Acquisition Management (OAM), to provide an overview of recycled content purchasing, solid waste prevention, and recycling efforts at the Agency. The Agency is pleased with the results of its recycling efforts and plans to improve recycled content purchasing wherever possible.

## **Respondents**

FMSD received and compiled responses from 13 laboratories, 9 regional offices, and OAM headquarters staff. In an effort to present the compiled information in a clear and concise manner, the following abbreviated names are used throughout this report to represent regional offices or laboratories.

### **Laboratory**

### **Abbreviation**

Robert S. Kerr Environmental Research Center in Ada, Oklahoma

Ada

National Vehicle and Fuel Emissions Laboratory in Ann Arbor, Michigan

Ann Arbor

Laboratory facilities in Cincinnati, Ohio

Cincinnati

Western Ecology Division Laboratory in Corvallis, Oregon

Corvallis

Mid-Continent Ecology Division Laboratory in Duluth, Minnesota

Duluth

Environmental Science Center in Fort Meade, Maryland

Fort Meade

Gulf Ecology Division Laboratory in Gulf Breeze, Florida

Gulf Breeze

Region 6 laboratory in Houston, Texas

Houston

University of Nevada, Las Vegas—On-Campus EPA Facilities	Las Vegas
Region 10 laboratory in Manchester, Washington	Manchester
National Air & Radiation Environmental Lab in Montgomery, Alabama	Montgomery
Atlantic Ecology Division Laboratory in Narragansett, Rhode Island	Narragansett
Research Triangle Park, North Carolina Campus	RTP
<b><u>Regional Office</u></b>	<b><u>Abbreviation</u></b>
Region 1 office in Boston, Massachusetts	Region 1 Office
Region 2 office in New York, New York	Region 2 Office
Region 3 office in Philadelphia, Pennsylvania	Region 3 Office
Region 5 office in Chicago, Illinois	Region 5 Office
Region 6 office in Dallas, Texas	Region 6 Office
Region 7 office in Kansas City, Kansas	Region 7 Office
Region 8 office in Denver, Colorado	Region 8 Office
Region 9 office in San Francisco, California	Region 9 Office
Region 10 office in Seattle, Washington	Region 10 Office

# RESOURCE CONSERVATION AND RECOVERY ACT (RCRA)

## Agency Report for Fiscal Year 2003

**Agency or Department:** U.S. Environmental Protection Agency

**Agency Contact:** Sustainable Facilities Practices Branch / Office of Acquisition Management

**Contact Telephone Number:** 202 564-7683 / 202 564-4737

**Contact E-Mail Address:** Wray.Gail@epa.gov / Long.Brian@epa.gov

### 1. Federal Procurement Data System (FPDS) Data

- a. How many DD 350s or SF 279s did your Agency complete in FY 2003? 6,771
- b. In FY 2003, how many DD 350s or SF 279s had a code in line B12F (for the DD 350) or block 19A (for the SF 279), which indicate whether EPA-designated items will be acquired? 0
- c. Provide the number of DD 350s or SF 279s with each code, A-E, in line B12F (for the DD 350) or block 19A (for the SF 279). These codes indicate whether the EPA-designated products must contain the required minimum recycled content, the justification for not requiring recycled content products, or that no EPA-designated products will be acquired under the contract.
  - i. Code A (all EPA-designated products must contain the required minimum recycled content) 0
  - ii. Code B (availability) 0
  - iii. Code C (price) 0
  - iv. Code D (performance) 0
  - v. Code E (no EPA-designated products acquired) 6,771
- d. How many of the DD 350s or SF 279s coded A, B, C, or D in block B12F (for the DD 350) or block 19A (for the SF 279) also had a code (A or B) in line B12G (for the DD 350) or block 19B (for the SF 279)? 0
- e. Provide the number of DD 350s or SF 279s with line B12G (for the DD 350) or block 19B (for the SF 279) coded A or B. 0
- f. How has the Agency reviewed the FY 2003 FPDS data for compliance assessment and/or trend analyses?

**The review of FY 2003 FPDS data did not reveal enough information to**

conduct trend analysis. This problem will be addressed in the future through the use of the OFPP's FPDS-Next Generation. Using this electronic interface, Agency contracting officers will be required to specify data elements (such as EPA-designated recycled content) electronically during the procurement process. Compliance assessment and trend analysis will be conducted based on this data.

- g. Please describe findings, changes, and/or actions that were a direct result of the assessments or analyses above. None

## 2. Indicator Items for EPA-Designated Recycled Content Products

The General Services Administration and the Defense Logistics Agency will provide data for agency purchases directly from them. Please provide amounts for your agency's purchases from other sources, including GSA schedule contractors and your service contractors, including construction contractors, fleet maintenance contractors, and facilities maintenance contractors.

### a. Paper: Commercial Sanitary Tissue Products

- i. Does your Agency purchase this item (directly or through contracts)?  
Yes X No \_\_\_ If no, skip to next section.
- ii. Total dollar amount<sup>1</sup> of these products purchased<sup>2</sup> by your Agency from sources *other than GSA* in FY 2003 **\$ 87,068 reported.**

Ada	\$2,000
Cincinnati	\$17,250
Corvallis	\$2,567
Ft. Meade	\$3,120
Manchester	\$17,808
Region 1 Office	\$15,558
Region 7 Office	\$597
Region 9 Office	unknown
RTP	\$28,168

- iii. Dollar amount of these products containing recovered materials<sup>3</sup>

<sup>1</sup> "Total amount" equals the amount of product without recovered materials plus the amount of product with recovered materials.

<sup>2</sup> Within this document, the term purchased includes both direct government purchases, as well as procurement of products through government contracts.

<sup>3</sup> The products designated by EPA are commonly referred to as "CPG-items" or "recycled content products." RCRA refers to them as "products containing recovered materials," which is the term used in this reporting document unless a more specific term, such as re-refined oil or retread tires, is used.

purchased by your Agency from sources *other than GSA* in FY 2003  
**\$ 66,943 reported.**

<b>Ada</b>	<b>unknown</b>
<b>Cincinnati</b>	<b>\$17,250</b>
<b>Corvallis</b>	<b>unknown</b>
<b>Ft. Meade</b>	<b>\$3,120</b>
<b>Manchester</b>	<b>\$17,808</b>
<b>Region 1 Office</b>	<b>\$0</b>
<b>Region 7 Office</b>	<b>\$597</b>
<b>Region 9 Office</b>	<b>\$0</b>
<b>RTP</b>	<b>\$28,168</b>

- iv. If this product is purchased using an Agency specification, does that specification require the use of recovered materials?  
**Yes X No \_\_\_ Not Applicable \_\_\_**
- v. Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2005? **Yes X No \_\_\_**. If yes, please describe the impediment(s).

**Region 1 Office** The janitorial services provider is subcontracted through the building owner who does not specify recycled content for tissue purchases. Region 1 staff is working to add language to the building lease that calls for recycled content procurement.

**Region 9 Office** The building's GSA contractor controls purchases. However, Region 9 is working with GSA and building management to ensure purchases meet RCRA 6002 requirements in the future.

**b. Non-Paper Office Products: Toner Cartridges**

- i. Does your Agency purchase this item (directly or through contracts)?  
**Yes X No \_\_\_** If no, skip to next section.
- ii. Total dollar amount of these products purchased by your Agency from sources *other than GSA or DLA* in FY 2003 **\$ 320,620 reported.**

<b>Ada</b>	<b>\$2,742</b>
<b>Ann Arbor</b>	<b>\$36,927</b>
<b>Cincinnati</b>	<b>\$20,689</b>
<b>Corvallis</b>	<b>\$3,448</b>
<b>Duluth</b>	<b>\$12,698</b>

<b>Ft. Meade</b>	<b>\$10,820</b>
<b>Las Vegas</b>	<b>\$13,270</b>
<b>Montgomery</b>	<b>\$2,000</b>
<b>Narragansett</b>	<b>\$5,000</b>
<b>Region 1 Office</b>	<b>\$30,654</b>
<b>Region 3 Office</b>	<b>\$70,000</b>
<b>Region 5 Office</b>	<b>\$27,741</b>
<b>Region 6 Office</b>	<b>\$39,246</b>
<b>Region 7 Office</b>	<b>\$9,600</b>
<b>Region 9 Office</b>	<b>\$12,870</b>
<b>Region 10 Office</b>	<b>\$22,915</b>

- iii. Dollar amount of these products containing recovered materials purchased by your Agency from sources *other than GSA or DLA* in FY 2003  
**\$276,133 reported.**

<b>Ada</b>	<b>\$2,742</b>
<b>Ann Arbor</b>	<b>\$35,243</b>
<b>Cincinnati</b>	<b>\$20,689</b>
<b>Corvallis</b>	<b>unknown</b>
<b>Duluth</b>	<b>\$12,698</b>
<b>Ft. Meade</b>	<b>unknown</b>
<b>Las Vegas</b>	<b>unknown</b>
<b>Montgomery</b>	<b>unknown</b>
<b>Narragansett</b>	<b>\$5,000</b>
<b>Region 1 Office</b>	<b>\$30,654</b>
<b>Region 3 Office</b>	<b>\$70,000</b>
<b>Region 5 Office</b>	<b>\$27,741</b>
<b>Region 6 Office</b>	<b>\$38,887</b>
<b>Region 7 Office</b>	<b>\$9,600</b>
<b>Region 9 Office</b>	<b>\$12,870</b>
<b>Region 10 Office</b>	<b>\$10,009</b>

- iv. If this product is purchased using an Agency specification, does that specification require the use of recovered materials?

Yes **X** No \_\_\_ Not Applicable \_\_\_

- v. Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2003? Yes **X** No \_\_\_. If yes, please describe the impediment(s).

**Ft. Meade** Used toner cartridges are recycled, but the lab cannot guarantee purchased cartridges contain recovered material.

**Manchester** Printer warranties require that non-recycled toner cartridges

be used, otherwise the warranty is voided.

**c. Construction Products: Concrete**

i. Does your Agency purchase concrete (directly or through contracts, e.g., construction contracts)? **Yes X** No     If no, skip to next section.

ii. Total amount of concrete purchased and/or used by your Agency in FY 2003: **\$ 8,052** and **263** cubic yards **reported**, and/or total number of contracts awarded that required the use of concrete: **8 reported**.

<b>Ada</b>	<b>\$200</b>	<b>1 contract</b>
<b>Ann Arbor</b>	<b>26 cubic yards</b>	<b>2 contracts</b>
<b>Cincinnati</b>	<b>187 cubic yards</b>	<b>1 contract</b>
<b>Gulf Breeze</b>	<b>\$1,852</b>	<b>1 contract</b>
<b>Narragansett</b>	<b>\$5,000</b>	<b>1 contract</b>
<b>Region 2 Office</b>	<b>50 cubic yards</b>	<b>2 contracts</b>

iii. Amount of concrete containing coal fly ash and/or ground granulated blast furnace slag purchased and/or used by your Agency in FY 2003 **\$1,852** and/or **85** cubic yards **reported**, and/or total number of contracts awarded that required the use of concrete containing coal fly ash or ground granulated blast furnace slag **3 reported**.

<b>Ada</b>	<b>\$0</b>	<b>0 contracts</b>
<b>Cincinnati</b>	<b>85 cubic yards</b>	<b>2 contracts</b>
<b>Gulf Breeze</b>	<b>\$1,852</b>	<b>1 contract</b>
<b>Narragansett</b>	<b>\$0</b>	<b>0 contracts</b>
<b>Region 2 Office</b>	<b>\$0</b>	<b>0 contracts</b>

iv. If this product is purchased using an Agency specification, does that specification require the use of recovered materials?  
**Yes X** No     Not Applicable    

v. Were there technical impediments to increasing the amount of concrete containing coal fly ash and/or ground granulated blast furnace slag purchased by your Agency in FY 2003? **Yes X** No     If yes, please describe the impediment(s).

<b>Ada</b>	The quantity of concrete purchased was too small to include fly ash or slag as a requirement.
<b>Narragansett</b>	The lab was unable to locate a local supplier of concrete containing fly ash or slag.



**Region 2 Office**

Concrete containing fly ash or slag was not available in the immediate geographical area. An employee added that the characteristics of concrete are changed when using recovered materials.

**d. Landscaping Products: Landscaping Timbers**

- i. Does your Agency purchase this item (directly or through contracts or other mechanisms)? Yes\_\_ **No X** If no, skip to next section.
- ii. Total dollar amount of these products purchased by your Agency in FY 2003: **\$ 0.**
- iii. Dollar amount of these products containing recovered materials purchased by your Agency in FY 2003: **\$ 0.**
- iv. If this product is purchased using an Agency specification, does that specification require the use of recovered materials?  
Yes \_\_ No\_\_ Not Applicable **X**
- v. Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2003? Yes \_\_ No **X** If yes, please describe the impediment(s).

**e. Park and Recreation Products: Park Benches and Picnic Tables**

- i. Does your Agency purchase this item (directly or through contracts or other mechanisms)? **Yes X** No \_\_ If no, skip to next section.
- ii. Total dollar amount of these products purchased by your Agency in FY 2003: **\$ 4,229 reported.**

<b>Cincinnati</b>	<b>\$1,611</b>
<b>Ft. Meade</b>	<b>\$0</b>
<b>Narragansett</b>	<b>\$2,000</b>
<b>Region 2 Office</b>	<b>\$618</b>

- iii. Dollar amount of these products containing recovered materials purchased by your Agency in FY 2003: **\$ 3,611 reported.**

<b>Cincinnati</b>	<b>\$1,611</b>
<b>Ft. Meade</b>	<b>\$0</b>
<b>Narragansett</b>	<b>\$2,000</b>
<b>Region 2 Office</b>	<b>\$0</b>

- iv. If this product is purchased using an Agency specification, does that specification require the use of recovered materials?  
Yes X No\_\_\_ Not Applicable \_\_\_
- v. Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2003? Yes X No \_\_\_. If yes, please describe the impediment(s).

**Region 2** The facility could not locate local suppliers that offer benches manufactured with recovered materials.

**f. Transportation Products: Traffic Barricades**

- i. Does your Agency purchase this item (directly or through contracts or other mechanisms)? Yes X No \_\_\_ If no, skip to next section.
- ii. Total dollar amount of these products purchased by your Agency in FY 2003: \$ 90,000 reported.

<b>Cincinnati</b>	<b>\$88,000</b>
<b>Narragansett</b>	<b>\$2,000</b>
- iii. Dollar amount of these products containing recovered materials purchased by your Agency in FY 2003: \$ 2,000 reported.

<b>Cincinnati</b>	<b>unknown</b>
<b>Narragansett</b>	<b>\$2,000</b>
- iv. If this product is purchased using an Agency specification, does that specification require the use of recovered materials?  
Yes\_\_\_ No\_\_\_ Not Applicable X
- v. Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2003? Yes\_\_\_ No X If yes, please describe the impediment(s).

**g. Vehicular Products: Rerefined Oil**

- i. Does your Agency purchase this item (directly or through contracts or other mechanisms)? Yes X No\_\_\_ If no, skip to next section.
- ii. Total dollar amount of these products purchased by your Agency in FY 2003: \$ 3,413 reported.

<b>Cincinnati</b>	<b>\$500</b>
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<b>Headquarters</b>	<b>unknown</b>
<b>Manchester</b>	<b>\$137</b>
<b>Region 1 Office</b>	<b>\$1,455</b>
<b>Region 8 Office</b>	<b>\$1,090</b>
<b>Region 9 Office</b>	<b>unknown</b>
<b>Region 10 Office</b>	<b>\$231</b>

- iii. Dollar amount of these products containing recovered materials purchased by your Agency in FY 2003: **\$ 3,413 reported.**

<b>Cincinnati</b>	<b>\$500</b>
<b>Headquarters</b>	<b>unknown</b>
<b>Manchester</b>	<b>\$137</b>
<b>Region 1 Office</b>	<b>\$1,455</b>
<b>Region 8 Office</b>	<b>\$1,090</b>
<b>Region 9 Office</b>	<b>unknown</b>
<b>Region 10 Office</b>	<b>\$231</b>

- iv. If this product is purchased using an Agency specification, does that specification require the use of recovered materials?  
Yes\_\_\_ No\_\_\_ **Not Applicable X**
- v. Were there any technical impediments to increasing the purchase of this item by your Agency in FY 2003? **Yes X** No\_\_\_. If yes, please describe the impediment(s).

**Region 6 Office** Rerefined oil is not available for purchase in the immediate area.

**Region 8 Office** Limited locations in the Denver area offer maintenance service that includes using refined oil.

**Region 9 Office** Region 9 has a decentralized small fleet of GSA leased vehicles that are not on a set maintenance schedule and use commercial services. The local service garages no longer provide rerefined oil. Officials are assessing other options, but hazardous materials storage and coordination with vehicle users are barriers.

**Region 10 Office** The garage used for oil changes was initially reluctant to use rerefined oil. However, this concern was overcome, and the garage now uses rerefined oil consistently.

**h. Miscellaneous Products: Signage**

i. Does your Agency purchase this item (directly or through contracts or other mechanisms)? **Yes X** No     If no, skip to next section.

ii. Total dollar amount of these products purchased by your Agency in FY 2003: **\$ 13,042 reported**.

<b>Ann Arbor</b>	<b>\$100</b>
<b>Duluth</b>	<b>\$223</b>
<b>Ft. Meade</b>	<b>\$2,687</b>
<b>Manchester</b>	<b>\$2,250</b>
<b>Region 2 Office</b>	<b>\$1,065</b>
<b>Region 3 Office</b>	<b>\$1,517</b>
<b>Region 5 Office</b>	<b>\$5,000</b>
<b>Region 10 Office</b>	<b>\$200 (approximately)</b>

iii. Dollar amount of these products containing recovered materials purchased by your Agency in FY 2003: **\$ 1,555 reported**.

<b>Ann Arbor</b>	<b>\$0</b>
<b>Duluth</b>	<b>\$0</b>
<b>Ft. Meade</b>	<b>unknown</b>
<b>Manchester</b>	<b>\$1,555</b>
<b>Region 2 Office</b>	<b>\$0</b>
<b>Region 3 Office</b>	<b>\$0</b>
<b>Region 5 Office</b>	<b>\$0</b>
<b>Region 10 Office</b>	<b>unknown</b>

iv. If this product is purchased using an Agency specification, does that specification require the use of recovered materials?  
Yes     No     **Not Applicable X**

v. Were there any technical impediments to increasing the purchase of this item by you're Agency in FY 2003? **Yes X** No    . If yes, please describe the impediment(s).

<b>Duluth</b>	All new signs must match existing signs.
<b>Region 3 Office</b>	The facility is required to use UNICOR which does not offer recycled content signage.
<b>Region 10 Office</b>	Building management specifies that all signage must be building-standard and ordered from a

designated sign company whose signs do not contain recovered material.

**3. Solid Waste Prevention, Recycling, and Waste Minimization**

- a. Did you institute new, substantially improved, or updated solid waste prevention practices in FY 2003? **Yes** **X** **No**\_\_\_ Please provide an explanation of your response.

<b>Ada</b>	The facility has a strong recycling program in place for all paper, cardboard, glass, metal, and beverage containers. Stronger enforcement or encouragement is needed to improve collection.
<b>Cincinnati</b>	A recycling station was installed in the cafeteria.
<b>Duluth</b>	The facility started a waste food composting program.
<b>Ft. Meade</b>	A section on solid waste prevention was included in the facility's new Environmental Management System (EMS).
<b>Gulf Breeze</b>	The lab is implementing an EMS that will address these issues.
<b>Headquarters</b>	Beginning in June 2003, EPA began rolling out a revamped recycling program in its Headquarters facilities with goals of (1) standardizing the recycling logistics for all EPA HQ buildings; (2) maximizing the amount of materials recycled; (3) minimizing the contamination of recyclables; and (4) boosting employee participation through a comprehensive outreach campaign. The system focuses on the collection of mixed office paper, newspaper, commingled glass/plastic/metal bottles & cans, corrugated cardboard, shredded paper, and toner cartridges. The program stresses the importance of placing similar, clearly marked collection bins at convenient locations, with strong emphasis placed on consistency and clarity. To encourage employee participation, the outreach program features kickoff events, posters, handouts, videos, deskside recycling boxes, a new section on EPA's HQ Intranet site, and a mascot named "Slim Bin." In addition, steps were

taken to initiate logistics for battery recycling, fluorescent lightbulbs, and composting.

The new recycling system was implemented in Headquarters' Federal Triangle campus during FY2003. To ensure effectiveness, EPA staff conducted weekly assessments of recycling procedures and worked to remedy the program's deficiencies.

**Manchester** In 2003, the facility installed new recycling containers and held an all-staff meeting to discuss new recycling procedures.

**Region 1 Office** Region 1 instituted a recycling program for waste paper in 2000. Since then, recycling efforts have expanded to include cardboard, binders, and computers. In 2003, a program was initiated to collect batteries. Also in 2003, a collection event for cell phones and sneakers was held on Earth Day.

**Region 3 Office** The facility installed 5 new copiers/printers capable of two-sided printing.

**Region 7 Office** The office improved awareness by placing appropriate signage at strategic locations throughout the facility.

**Region 9 Office** Region 9's EMS and WasteWise programs worked together to prevent solid waste generation by: installing/leasing duplex capable copiers; adding duplex printers and helping employees set duplex as their computer's default; using e-forms for travel, leave, and procurement requests; and piloting paper use reduction print driver software.

**Region 10 Office** Staff worked with building management to prevent contamination of recyclables and ensure proper recycling procedures are followed.

- b. Does your Agency have sites or facilities with composting programs? **Yes X** No   . If yes, how many facilities or sites? **10 sites reported**  
Estimate the total weight of materials diverted to composting: **12 tons reported.**

<b>Duluth</b>	<b>1 site</b>	<b>1 ton</b>
<b>Headquarters</b>	<b>8 sites</b>	<b>1 ton (averaging 5 lbs per site per week)</b>
<b>Region 2 Office</b>	<b>1 site</b>	<b>10 tons</b>

- c. What percentage of offices/sites operated by your Agency have an active office products recycling program? **45 of 47 reporting sites**, which is **96 percent** of reporting offices/sites.

<b>Ada</b>	<b>1 of 1 sites/100%</b>
<b>Cincinnati</b>	<b>4 of 4 sites/100%</b>
<b>Corvallis</b>	<b>3 of 3 sites/100%</b>
<b>Ft. Meade</b>	<b>1 of 1 sites/100%</b>
<b>Gulf Breeze</b>	<b>1 of 1 sites/100%</b>
<b>Headquarters</b>	<b>18 of 18 sites/100%</b>
<b>Houston</b>	<b>1 of 1 sites/100%</b>
<b>Las Vegas</b>	<b>2 of 2 sites/100%</b>
<b>Manchester</b>	<b>1 of 1 sites/100%</b>
<b>Narragansett</b>	<b>1 of 1 sites/100%</b>
<b>Region 1 Office</b>	<b>2 of 2 sites/100%</b>
<b>Region 2 Office</b>	<b>1 of 1 sites/100%</b>
<b>Region 3 Office</b>	<b>1 of 1 sites/100%</b>
<b>Region 5 Office</b>	<b>1 of 3 sites/45%</b>
<b>Region 9 Office</b>	<b>100% of sites</b>
<b>Region 10 Office</b>	<b>7 of 7 sites/100%</b>

- d. What percentage of residential housing operated by your Agency have an active household products recycling program?    of    sites, which is    percent of housing. **X Not Applicable**

- e. What percentage of demolition projects managed by and/or contracted by your Agency include the recovery of construction materials? **4 of 4 reported projects**, which is **100% percent** of reported demolition projects.

<b>Ann Arbor</b>	<b>100% of projects</b>	
<b>Cincinnati</b>	<b>2 of 2 projects</b>	<b>100%</b>
<b>Gulf Breeze</b>	<b>1 of 1 projects</b>	<b>100%</b>
<b>Narragansett</b>	<b>100% of projects</b>	
<b>Region 2 Office</b>	<b>100% of projects</b>	
<b>Region 10 Office</b>	<b>1 of 1 projects</b>	<b>100%</b>

- f. What percentage of the total solid waste<sup>4</sup> generated by your Agency was diverted to recycling? **1069 of 1708 reported metric tons**, which is **63 percent**.

<b>Ada</b>	<b>60% (estimated)</b>
<b>Cincinnati</b>	<b>39% (55.76 of 143.85 metric tons. In addition, 889 fluorescent tubes were recycled.)</b>

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<sup>4</sup> "Solid waste" refers to municipal solid waste as defined by EPA. Please indicate if your Agency is including other materials, such as construction and demolition debris.

<b>Corvallis</b>	<b>20%</b>
<b>Duluth</b>	<b>unknown</b> (50 metric tons recycled)
<b>Ft. Meade</b>	<b>unknown</b> (9.9 metric tons recycled)
<b>Gulf Breeze</b>	<b>75%</b> (15 of 20 metric tons)
<b>Headquarters</b>	<b>37%</b> (269 of 722 metric tons. These figures are based on cumulative recycling efforts at Headquarters' four largest Federal Triangle facilities. Data for other facilities are not available)
<b>Houston</b>	<b>unknown</b> (currently implementing a measurement system)
<b>Las Vegas</b>	<b>unknown</b> (Las Vegas indicated that \$11,155 of \$16,765, or 67% of solid waste funding was used for recycling)
<b>Region 1 Office</b>	<b>77.6%</b> (243.2 of 301.7 metric tons. This figure is an estimate of recycling rates based on three months of data)
<b>Region 2 Office</b>	<b>30%</b>
<b>Region 3 Office</b>	<b>unknown</b> (multi-tenant building)
<b>Region 5 Office</b>	<b>66%</b> (232.56 of 353.54 metric tons)
<b>Region 9 Office</b>	<b>93%</b> (154.66 of 166.62 metric tons)
<b>Region 10 Office</b>	<b>unknown</b> (98.85 metric tons)

- g. Does your Agency have an internal awards program in accordance with Executive Order 13101, Section 802? **Yes X No**. Please provide details for your response, or if the response is no, please explain why not.

<b>Ft. Meade</b>	A new EMS program includes recognition for recycling and energy minimization.
<b>Gulf Breeze</b>	The lab selects a Conserving/Recycling Employee of the Year.
<b>Manchester</b>	The facility's "Manchester Bucks" award program recognizes employees for solid environmental practices.
<b>Region 1 Office</b>	A monthly awards program exists, but its focus is on traditional job-oriented subject matter and not facility-oriented success. This is expected to change with the implementation of the Region's new EMS.
<b>Region 2 Office</b>	Development of an awards program is forthcoming.
<b>Region 3 Office</b>	The office has plans to implement an awards program in 2004.
<b>Region 6 Office</b>	Region 6 has a regional awards program that encourages and rewards innovative thinking and solution-oriented recommendations. The office also nominates individuals for participation in national awards such as the White House Presidential Awards Program.



- h. In FY 2003, did your Agency participate in a pilot project to purchase environmentally preferable products or services per the requirements of E.O. 13101, sections 503(b) and 601(c)? **Yes X** No    . Please provide details for your response.

**Ft. Meade** A new EPP program is currently being documented through the EMS program.

**Headquarters** A Blanket Purchasing Agreement (BPA) was designed to help increase recycled content purchases. In addition, steps were taken to educate employees as to what recycled content products will be available as part of the BPA.

**Narragansett** The lab initiated procurement of 100% recycled copy paper.

**Region 1 Office** A pilot program was launched to improve janitorial operations by substituting high impact cleaning products with environmentally preferable brands. Products were evaluated using twelve Material Safety Data Sheets (MSDS) and several products of concern were identified. In 2004, the janitorial staff will test and evaluate alternative brands.

**Region 2 Office** The facility incorporated Agency EPP goals in purchasing and acquisition and began to seek out environmentally preferable products.

**Region 9 Office** Region 9 adopted an Affirmative Procurement Plan and has a team working to purchase environmentally preferable products and services. Specific products purchased include: 100% post-consumer recycled process chlorine-free paper; recharged toner cartridges; biodegradable paper plates and utensils; recycled content napkins; and environmentally preferable copiers/printers.

#### **4. Management Controls**

##### **a. Affirmative Procurement Policy**

- i. Does your Agency have a documented policy or procedure for the implementation of the affirmative procurement program (APP) required by section 6002 of RCRA? **Yes X** No
- ii. Does the Agency policy define responsibility for:
- (1) Conducting awareness training? **Yes X** No

- (2) Incorporating APP requirements into specifications and contracts?  
Yes X No \_\_\_
- (3) Establishing and measuring progress toward APP objectives?  
Yes X No \_\_\_
- (4) Reporting progress? Yes X No \_\_\_
- (5) Management review? Yes X No \_\_\_

If the answer to any question is no, please explain why not.

- iii. Does your Agency have a requirement to routinely update the affirmative procurement policy? Yes X No \_\_\_ If so, is the APP policy reviewed/updated in accordance with this plan? Yes X No \_\_\_. Has the Agency affirmative procurement policy been updated within the past three years? Yes \_\_\_ No X
- iv. Please attach a copy of or provide the URL for the website for your Agency APP policy. <http://epawww.epa.gov/oamintra/policy/cmm.pdf> (scroll down to Chapter 13)

**b. Training**

- i. Who is responsible for conducting training of agency personnel with respect to the buy-recycled requirements?

**EPA awarded a “green” Blanket Purchase Agreement (BPA). This BPA will be phased in during FY 2004 and will be mandatory come October 1, 2004 for all EPA offices.**

**Two of the courses taught by OAM (Contracting Officer Representative (COR) Training, and COR Recertification) for technical program personnel have, as part of the structured curriculum, a section addressing Environmental Preferable Purchasing (EPP) as part of the acquisition process. The COR Training course is a 3-day course after which program personnel are required to attend a 1 day COR Recertification course every 3 years.**

**The Acquisition Training and Purchase Card Service Center (ATPCSC), within the Agency’s Office of Acquisition Management (OAM), conducts a 1-day traditional classroom training entitled “Purchase Card Training.” This training addresses “buying green” for purchase card users and other acquisition personnel. Effective in FY 2004, all current purchase card program personnel will be required to attend refresher training, at least every 3 years.**

- ii. How many acquisition personnel have documented APP training within the past three years? \_\_\_ of \_\_\_ personnel, which is \_\_\_ percent.

**Those acquisition personnel serving as Contracting Officer Representatives (CORs) on contracts who have attended the introductory 3-day COR Training course are as follows: (FY01 = 37; FY02 = 71; FY03 = 262. 3-year total is 370.**

**Those acquisition personnel serving as Contracting Officer Representatives (CORs) on contracts who have attended the 1-day COR Recertification course (FY01 = 55; FY02 = 345; FY03 = 915. 3-year total is 1315.**

**Those acquisition personnel using the Government Purchase Card have attended the 1-day Purchase Card Training. (FY01 = 449; FY02 = 670; FY03 = 796. 3-year total is 1915.**

- iii. Is training provided by agency personnel, an outside source (e.g., Defense Acquisition University's contracting officer training courses), or both?

**Both, primarily provided by Agency personnel, but is likely included in outside acquisition training courses as well.**

- iv. What percentage of purchase card holders have documented APP training within the past three years, as required by Executive Order 13101?

**We have documented APP training for 1,915 of 2,471 personnel, which is 77.5%. The total personnel includes 1,854 active cardholders plus 617 cardholder approving officials.**

- v. Who provides the training to purchase cardholders?

**The training for Agency Purchase Cardholders and Approving Officials is the responsibility of the ATPCSC within the Agency's OAM.**

- vi. How is training of purchase card users documented?

**Training for purchase card users and approving officials is documented in OAM's Acquisition Training System (ATS) database.**

**c. Auditing**

- i. What percentage of Agency facilities conducted and documented contracting and/or environmental audits<sup>5</sup> for APP compliance during this reporting period? Unknown percent

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<sup>5</sup> Includes internal, corporate, external, or other audits

- ii. Does the Agency conduct trend analysis of audit, training, and FPDS data to assess APP program effectiveness? Yes\_\_ **No X**
- iii. What types of trends are realized as a result of findings from these audits? **Unknown.**
- iv. Are audit findings reported to senior facility management? Yes \_\_ **No X**
- v. Are corrective actions from these audit findings tracked by senior facility management? Yes\_\_ **No X**
- vi. Provide a copy of or the URL for the website for your Agency APP audit protocol, procedure, or other similar program document<sup>6</sup>. **None**

**d. Agency Goals**

- i. As required by E.O. 13101, what is your agency's goal for solid waste diversion by 2005? **35%** By 2010? \_\_\_\_

<b>Ada</b>	<b>75%</b>	<b>90%</b>
<b>Houston</b>	<b>10%</b>	<b>40%</b>
<b>Region 2 Office</b>	<b>51%</b>	<b>undetermined</b>
<b>Region 3 Office</b>	<b>35%</b>	<b>undetermined</b>

- ii. What is your agency's current recycling or diversion rate?

**For the nine facilities that provided quantitative recycling data (see Section 3f), the combined recycling rate is 63% (1,069 of 1,708 metric tons were recycled). Steps will need to be taken to obtain solid waste and recycling data from the remaining EPA sites.**

- iii. What is your agency's goal to increase the procurement of EPA-designated recycled content products?

**In FY2003, EPA set 10 goals that it will use to promote and achieve the increased and preferential use of materials with recycled content. These goals were accepted and approved by the Assistant Administrator for OARM in October 2002. The goals are listed online at <http://www.epa.gov/greeningepa/p2/eppgoals.htm> and include objectives for 2005 and 2010 in the following "green" categories: (1) buildings; (2) janitorial and maintenance services; (3) copy paper and publications; (4) meetings; (5) office supplies; (6) electronics; (7) fleets; (8) landscaping; (9) power; and (10) recycling and waste**

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<sup>6</sup> A sample audit protocol is attached; however, use of this protocol is not mandatory.

**prevention. EPA staff organize monthly meetings to provide the Agency with a status report on these goals, measuring progress with both quantitative data and anecdotal information.**

- iv. As required by E.O. 13101, does your agency have a goal for increasing the use of environmentally preferable products? Y X N\_\_\_ If yes, what is the goal? \_\_\_ How are you measuring progress toward the goal?

**In addition to the 10 goals described above, EPA intends to promote and achieve increased and preferential use of materials with recycled content and other environmentally preferable products. In FY 2003, the Agency made great strides in developing a Blanket Purchasing Agreement (BPA) with a company to provide exclusively recycled-content and environmentally preferable products. The BPA was awarded in early FY 2004, and the Agency will require all purchase card holders to use this online ordering system, which will capture data. The E.O. 13101 goal status team will gather and measure this quantitative data as well as anecdotal information from other sources.**